



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
INCIDENT/EXERCISE EVALUATOR (TYPE 3)**

INCIDENT/EXERCISE EVALUATOR (TYPE 3)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Incident/Exercise Evaluator and initiate position activities at the appropriate time according to the following behaviors

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Complete incident- or exercise-specific evaluation training and briefings, such as the C/E briefing.	E, F, I, T		
2. Receive, accept, and review assignment and incident- or exercise-specific evaluation documents, such as Controller/Evaluator (C/E) Handbook and Exercise Evaluation Guides (EEG).	C, E, F, I, T		
3. Review the incident/exercise site, scope, organizations, roles, responsibilities, safety and security considerations, jurisdiction, and authorities: <ul style="list-style-type: none"> ● Review pertinent jurisdictional plans ● Review pertinent incident-specific plans 	E, F, I, T		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Prepare for and participate in all evaluation team briefings: <ul style="list-style-type: none"> ● Share information with other evaluation staff ● Receive priorities, goals, and objectives for incident/exercise operational period ● Communicate evaluation and data collection concerns and mitigation strategies ● Maintain high-quality briefing materials 	E, F, I, T		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframes.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Ensure that all evaluation work is consistent with current policies and best practices.	E, F, I, T		
6. Help the lead evaluator initiate and maintain evaluation tools, including: <ul style="list-style-type: none"> • EEG • C/E Handbooks • Master Scenario Events List (MSEL) 	E, F, I, T		
7. Make appropriate conclusions based on analyzed and validated information: <ul style="list-style-type: none"> • Adjust in response to new information, changing conditions, or unexpected obstacles 	E, F, I, T		
8. Support safety and security monitoring and reporting, as necessary.	E, F, I, T		
9. Working with the lead evaluator, serve as the technical expert for evaluation tasks: <ul style="list-style-type: none"> • Provide evaluation support, equipment, and personnel, as necessary • Provide operational and technical information on objectives and critical tasks 	E, F, I, T		

3b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Coordinate submission of after-action report or other evaluation reports: <ul style="list-style-type: none"> • Ensure all material is accurate and complete • Complete all documents within established time frames • Comply with stakeholder agencies' documentation requirements 	E, F, I, T		
11. Ensure evaluation documentation is complete, according to the lead evaluator's direction: <ul style="list-style-type: none"> • Submit incident/exercise narrative and activity log to lead evaluator • Complete EEG and submit to lead evaluator 	E, F, I, T		
12. Support development and implementation of evaluation plan: <ul style="list-style-type: none"> • Identify evaluation needs and priorities • Develop staffing plan and evaluation assignments to adequately collect observations and data • Develop evaluation training specific to the incident/exercise • Schedule evaluation team briefings, as necessary • Schedule hot wash 	E, F, I, T		